

# Medical Assistant

## MA522D—DIPLOMA PROGRAM

### DAY/EVENING PROGRAMS

#### **Li** Lincoln Campus

day. . . approximately 39 weeks (including holidays and scheduled breaks), 900 instructional hours, 45.5 program credits\*  
 eve. . . approximately 54 weeks (including holidays and scheduled breaks), 900 instructional hours, 45.5 program credits\*

\*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

#### program objective

A critical shortage in hospitals, changes in Managed Health Care and the expansion of private group practices have increased the demand for well-trained Medical Assistants possessing the clinical, administrative, and laboratory skills required by today's medical facilities.

The Medical Assistant program prepares students to be multi-functional practitioners, thoroughly prepared to perform front office and clinical patient care duties, as well as, basic urgent care procedures. Topics covered include anatomy and physiology, medical terminology, insurance billing and coding, electronic health records, ethics, clinical procedures, aseptic technique,

minor surgical procedures, universal precautions, general skills in document formatting, basic accounting, EKG, and Pathophysiology. This program delivers practical preparation in the healthcare environment.

Graduates of this program may find entry-level positions as Office Medical Assistants, EKG Technicians, Phlebotomy Technicians, Unit/Ward Clerks (in a hospital setting), Claims Examiner, or an Insurance Adjuster and Processor. It also provides the diversity of other job options in the hospital or laboratory environment.

number	course	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
BIO112	Anatomy and Physiology I	90	0	0	90	6.0	
BIO113	Anatomy and Physiology II	90	0	0	90	6.0	BIO112
MED100	Patient Dynamics and Medical Ethics	90	0	0	90	6.0	
MED120	The Virtual Medical Office	45	45	0	90	4.5	
MED106	Pathophysiology and Electronic Medical Records	75	15	0	90	5.5	BIO112, BIO113
MED107	Principles of Electrocardiography and Pharmacology with CPR	45	45	0	90	4.5	
MED108	Minor Surgical Procedures and Clinical Laboratory	45	45	0	90	4.5	
MED110	Clinical Health Management	45	45	0	90	4.5	
EX203	Clinical Externship	0	0	180	180	4.0	†
TOTALS		525	195	180	900	45.5	

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

† Successful completion of all in school course work must be completed prior to clinical externship.

The Clinical Externship is a full-time commitment of 180 hours at 25-30 hours per week for 6 weeks. Externship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.



#### LINCOLN CAMPUS

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[www.lincolntech.com](http://www.lincolntech.com)

*This program may not be offered at all campuses.*

**LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY**

**BIO112–ANATOMY AND PHYSIOLOGY I**

90 Contact Hours (90 Lecture, 0 Lab); 6.0 Credits

This course provides the students, primarily in health-related programs, with an in-depth understanding of the anatomy and physiology and medical terminology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed.

*Prerequisite(s): None*

**BIO113–ANATOMY AND PHYSIOLOGY II**

90 Contact Hours (90 Lecture, 0 Lab); 6.0 Credits

This course is a continuation of BIO112. This course provides students with an in-depth understanding of the structure, function and medical terminology of the remaining organ systems. Interrelationships among organ systems are emphasized.

*Prerequisite(s): BIO112*

**MED100–PATIENT DYNAMICS AND MEDICAL ETHICS**

90 Contact Hours (90 Lecture, 0 Lab); 6.0 Credits

This course is designed to teach the student the importance of maintaining a professional demeanor at all times along with knowledge of the law and the possible consequences of unprofessional behavior. The student will learn how to work as a valued member of a team, set measurable goals and develop good time management skills. The student will also develop essential communications skills, listening skills, and understand and develop skills necessary to handle conflict. They will also understand the grief process, be able to recognize their own defense mechanisms, and develop appropriate skills to manage their defense mechanisms. In addition, the student will be able to identify and process an ethical problem and to explain the differences between ethical issues and legal issues.

*Prerequisite(s): None*

**MED106–PATHOPHYSIOLOGY AND ELECTRONIC MEDICAL RECORDS**

90 Contact Hours (75 Lecture, 15 Lab); 5.5 Credits

This course will prepare the student to understand basic computer principles and use electronic records in a medical practice. This course is designed to train future users of electronic health records programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the electronic health records software, including data entry at the point of care, electronic coding from medical records using the latest in electronic health records, utilize advanced techniques to speed data entry, use the electronic health records to improve patient care, understand the privacy and security of health records, and use the electronic health records through different technology modes.

In addition, this course introduces the student to the pathological conditions most commonly seen in the physician's office. The student will have the basic knowledge and understanding of overall diagnostic and treatment procedures, and putting together patient education programs, including billing, coding, telephone screening, taking patient examinations as related to pathological conditions. The student will be introduced to various conditions and disorders, the International Classification of Diseases codes, signs and symptoms, patient screening, etiology, diagnostic assessment and clinical tests, treatment options, prognosis, prevention, and patient teaching.

*Prerequisite(s): BIO112, BIO113*

**MED107–PRINCIPLES OF ELECTROCARDIOGRAPHY AND PHARMACOLOGY WITH CPR**

90 Contact Hours (45 Lecture, 45 Lab); 4.5 Credits

This course provides students with skills to demonstrate competency in all areas of electrocardiography and pharmacology. Students will be able to demonstrate and perform CPR as well as first-aid techniques.

The student will be introduced to the ECG machine, electrical conduction system of the heart and various heart conditions.

The student will be introduced to the study and administration of medications with an overview of oral, rectal and sublingual medications both as relates to pathological conditions and as general administration. Students are also introduced to the Physicians' Desk Reference. The student also demonstrates practical applications of skills learned through the administration of Intradermal, subcutaneous and intramuscular injections.

*Prerequisite(s): None*

**MED108–MINOR SURGICAL PROCEDURES AND CLINICAL LABORATORY**

90 Contact Hours (45 Lecture, 45 Lab); 4.5 Credits

This course provides students with the basics of surgical procedures and instruments as well as the basic concepts of sterilization and the preparation of materials to be sterilized. Students will also learn specimen collection and handling including urinalysis and venipuncture.

*Prerequisite(s): None*

**MED110–CLINICAL HEALTH MANAGEMENT**

90 Contact Hours (45 Lecture, 45 Lab); 4.5 Credits

The medical assistant performs many tasks that promote the smooth running of the medical office. This course covers management tasks, such as maintaining the physical space, taking inventory, ordering supplies, monitoring risk management and employee safety programs, orienting new employees, and processing employee payroll. The responsibility for these management functions may be primarily that of the MA in a small office, or primarily that of an office manager in a larger setting. Office management always provides the basis for effective patient care, and its importance cannot be overestimated.

The student will also develop the skills and methods of assisting the physician in various clinical settings. Students will learn how to obtain vital signs and accurate patient assessment.

*Prerequisite(s): None*

**MED120–THE VIRTUAL MEDICAL OFFICE**

90 Contact Hours (45 Lecture, 45 Lab); 4.5 Credits

This course is designed specifically for the students in the Allied Health programs. Students learn the basic functions of the medical office, including insurance forms and coding, patient billing, and the uses of specialized forms and reports. Additional administrative concepts including keyboarding, finance and office management are included.

*Prerequisite(s): None*

**EX203–CLINICAL EXTERNSHIP**

180 Contact Hours (180 Externship Hours)

4.0 Semester Credit Hours

During the clinical externship the student applies practical application and experiential learning opportunities using all skills learned unique to the profession of Medical Assisting, in a real-life clinical setting prior to taking the certification/registry examination.

*Prerequisite(s): Successful completion of all in school course work must be completed prior to clinical externship.*